



# The City of Malibu

## Invites Applications for the Position of

### **ASSOCIATE PLANNER**

Salary range: \$56,666 – 73,667 (plus excellent benefits)

Full-time permanent position (subject to probation)

**Completed City of Malibu Employment Application must be submitted to Personnel Services, Malibu City Hall 23815 Stuart Ranch Road, Malibu, CA 90265 by Friday, October 21, 2005 at 4:30 p.m. for candidate consideration. Fax copies of applications are not accepted. Resumes are not accepted in lieu of application.**

**General Description:** Under general supervision of the Senior Planner, the Associate Planner performs professional and technical work pertaining to the City's current and advance planning projects and activities.

**Responsibilities and Duties:** The Associate Planner reviews commercial and residential development plans for consistency with the general plan, zoning ordinance, local coastal plan and other state and local ordinances and regulations; processes development permit applications including use permit applications, tentative map applications and lot line adjustment applications; conducts environmental review pursuant to the California Environmental Quality Act (CEQA); prepares and presents detailed staff reports for Planning Commission and City council; answers questions regarding various planning issues at the public counter and on the telephone; processes zone text amendments, zone map amendments and general plan amendments, which includes staffing public workshops; attends and/or conducts meetings with the public regarding specific development projects and/or planning issues; conducts site visits to determine environmental constraints of parcels; manages/oversees environmental consultant's preparation of Environmental Impact Reports; assists with training of new employees; assists with updating the general plan and zoning ordinance, and performs other duties as assigned.

### **Qualifications**

**Knowledge and skills:** In order to adequately accomplish the tasks assigned to this position, the Associate Planner should have a complete working knowledge of urban planning principles and practices, including extensive working knowledge of California Environmental Quality Act – CEQA; municipal and state planning, zoning, subdivision, conservation, environmental quality, and permit laws; site design principles, geography, basic architecture, basic landscape architecture and environmental implications; state housing law, local coastal plan and basic math principles. The Associate Planner should also have working knowledge of site design and review, geography, basic architecture and environmental implication.

**Ability to:** Manage multiple complex cases, interpret land use, topographic, physical and natural land features on planning maps, plans and other documents; balance competing land use goals; perform research and statistical analysis relative to urban planning, zoning and community development; prepare planning maps, graphs, drawings and charts; work independently with little supervision; prepare and present written and oral reports and other planning related documents and establish and maintain effective working relationships with City staff, elected officials and the public. The Associate Planner should have the ability to communicate effectively verbally and in writing.

**Education and Experience:** Candidates must have a Bachelor-level degree – BHA/BS – Urban, Regional or City Planning, Environmental Science, Geography or related field, and at least two years experience in local planning agency or consulting firm. Masters degree is desirable.

**Licenses and Certifications:** AICP – American Institute of Certified Planners certification is desirable. Possession at all times, of a valid California class C driver's license.

